



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
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WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-5, Procedures for Obtaining Military Identification Cards, Common Access Cards (CAC), and Replacement for Lost or Stolen Identification Cards

1. References: AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Family Members, and other Eligible Personnel.
2. Purpose: This memorandum provides general guidance for obtaining military identification cards, CAC, and replacement of lost or stolen identification cards.
3. Applicability:

a. Active Duty Personnel.

(1) Active duty personnel may schedule appointments for CAC issuance, exchange, and make updates to their DD Form 1172 via the HQDA, MPSC website www.hqda.army.mil/mpsc.

(2) General Officers (GO), Senior Executive Service (SES) members, and promotable Colonels do not need an appointment.

b. Department Of Defense (DOD) Civilians and Contractors.

(1) Civilian personnel that are currently not enrolled in Defense Enrollment Eligibility Reporting System (DEERS) will be referred to their Civilian Personnel Office (CPO). The CPO office will be responsible for creating civilian categories that will be reported through master service tapes/feeds to DEERS. The Defense Civilian Personnel Data System (DCPDS) file is what updates DEERS. New employees should wait at least 48 hours from when they're input into DMDC before attempting to make an appointment to receive a CAC at the e-mail address stated above.

(2) In order for Contractors to receive a CAC, they must acquire a DD Form 1172-2 (Application for DOD Common Access Card) filled out by their contract security officer or designated personnel. This form must have an eligible start/effective date and

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a card or contract ending date. The contract security officer or designated personnel must ensure that section IV on the DD Form 1172-2 is properly filled out and signed.

***(Note: The security officer or designated personnel must have an active DD Form 577 (Signature Card) on file at the Military Personnel Service Center (MPSC) before a CAC can be issued).** Appointment for CAC can be made at the e-mail provided above.

4. Upon the loss of a CAC, the employee must make an appointment with the DEERS issuing facility for a replacement CAC ***(Note: Contractors must have a new DD Form 1172-2, signed by their security officer in order to obtain a replacement CAC).**

5. This memorandum superseded MILPER Policy Memorandum 00-5, dated 23 March 2004.

6. The proponent for this policy memorandum is the Administrative Services Division, Military Personnel Service Center, (703) 695-1101 or (703) 602-0159.



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